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*Helping People
Help the Land*

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Transmitted via Email

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MINNESOTA BULLETIN NO. 360-06-02

SUBJECT: PER – HOW TO ACCESS AGLEARN

Purpose. To provide a tool for guidance, instructions, and procedures for NRCS employees, partners and contractors to access AgLearn.

Expiration Date. September 30, 2006.

NRCS is working to comply with DR 3620-001 USDA eLearning Service, Courseware and Content and fully migrate to the USDA enterprise learning management system (LMS), AgLearn. The system manages all aspects of training within each agency as well as across the department. AgLearn is the place of choice now for both internal and external training requests. All USDA employees must/will have AgLearn accounts. In addition, some agencies have purchased AgLearn accounts for their contractors, partners and customers. Individuals with AgLearn accounts can use AgLearn to search for available training, take online training, and receive a record of all completed training activity. All NEW users must follow the existing process for access to ITS Resources (e.g., CCE workstations, networks, shared drives, and e-mail). Submit the required forms to Gloria Larson, primary Information System Security Point of Contact (ISSPOC), or contact Gloria Larson, (651) 602-7902 or Steve Muyskens, alternate ISSPOC, (651) 602-7899 for further details on this process. The attached **USDA AgLearn+ Learner Reference Guide, Version 1.1**, dated 09/22/2005; is designed to provide detail guidance, instructions, and procedures to assist you, the user – “learner”, sponsor, and supervisor in using AgLearn. To help you get started; as a USDA employee or USDA contractor, partner or customer before AgLearn can be accessed by each user- “learner” they will need a valid **USDA Level 2 eAuthentication ID and password**. To login to AgLearn go to www.aglearn.usda.gov and click **Login**, USDA employees must login under the Student section. After the learner clicks the **Login** button, they will be taken to the authentication login page. From there the learner should enter their **USDA Level 2 eAuthentication ID and password**, and then click **Login** to be logged into AgLearn. Having accessed AgLearn, the next step for USDA employees, user-“learner is to navigate to the **Home Page** (Figure 1.5, page 8) and select and click **Profile**. It is here you will verify your personal information but most importantly enter your supervisor’s information. A supervisor in the AgLearn system manages the Learner’s training and learning needs. In AgLearn, the supervisors have the ability to manage and develop training for each learner under their supervision. Aside from being required to approve training requests, supervisors can also assign training, and stay current with the training status and needs of their subordinates. Performing supervisory tasks does not require administrative privileges. As a training supervisor in the AgLearn system, the following can be performed: Automated assignment

and removal of Learners into/from Scheduled Offerings, and an automated Training Approval Process, View Learner records, Manage Learner Learning Plans, and run a variety of reports.

Section VI: Supervisory Activities, page 67 -74 provides precise instructions outlining the procedures to accomplish these functions and enhanced capabilities. Learners who are not USDA employees will need to create a **USDA Level 2 eAuthentication** account and then register at the **Welcome to AgLearn** page using the instructions Step 1: Create an **USDA Level 2 eAuthentication** account, page 5, Figure 1.3, and Step 2: Register in AgLearn, page 6, Figure 1.4. Before beginning this process, learners who are not USDA employees should know the name of the USDA agency sponsoring their account and the name of two USDA employees who are the sponsors (This could be a DC, ASTC, and State Office Staff personnel. The State Training Coordinator/Administrator, Charles Montgomery, will activate the new Learners account).

All users (employees, partners, contractors) are required to take a mandatory annual Computer Security Awareness training (cybersecurity course) and survey which is to be completed by July 14, 2006.

If additional assistance is needed, you may contact Charles Montgomery, Training Coordinator/Administrator, (651) 602-7875.

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State Conservationist
DIST: AE